User Guide for *Hors DAP* Applicants

This guide is intended to guide you through the Hors DAP process for applying for admission to the following programs in French institutions of higher education: *Licence 3*, *Licence Professionnelle*, and *Master*.

Note:

This manual does NOT apply to students pursuing undergraduate programs (Licence 1 or Licence 2), or to a school of architecture – these students must refer to the DAP user manual (consult our website: usa.campusfrance.org).

This manual also does **not** apply to candidates who wish to pursue the following programs: DUT, BTS, programs in schools of engineering, or preparatory classes for entry into a *grande école* or private institution. If you fall under this category, please contact CampusFrance for your specific procedures.

Applications to any institution (regardless of whether or not it is connected to the CampusFrance PASTEL system) must be submitted before the deadline specified in their application procedures. Please contact each school to which you are applying to find out their exact deadlines, as well as any additional documents that they may require, in order to ensure that you application will be considered complete and on time.

Connected v. Non-connected institutions

After selecting your desired institutions in the My Procedures section, you will see if this institution is "connected" to the CampusFrance PASTEL system, or non-connected.

If you are applying to a connected institution: You need to upload all of the necessary documents into your CampusFrance form. Connected institutions will receive all of your documents electronically and communicate their admissions decision through the CampusFrance PASTEL system.

If you are applying to a non-connected institution: You need to check the specific application requirements for each non-connected institution, and send your paper application to them directly.

Very important:

Make sure to fill this electronic application out carefully (both the "My CampusFrance Form" and "My Procedures" sections), because this information will be evaluated by the institutions to which you are applying.

Please do not use a Mac computer or Safari program when creating your electronic application.

Registration

1. To begin your CampusFrance registration, go to www.usa.campusfrance.org

2. Once you see our homepage, click on the following icon labeled **"CampusFrance Procedures - My Personal PASTEL Account"**
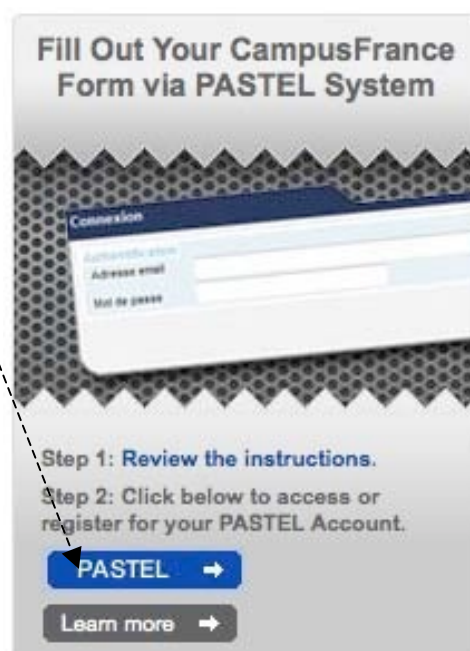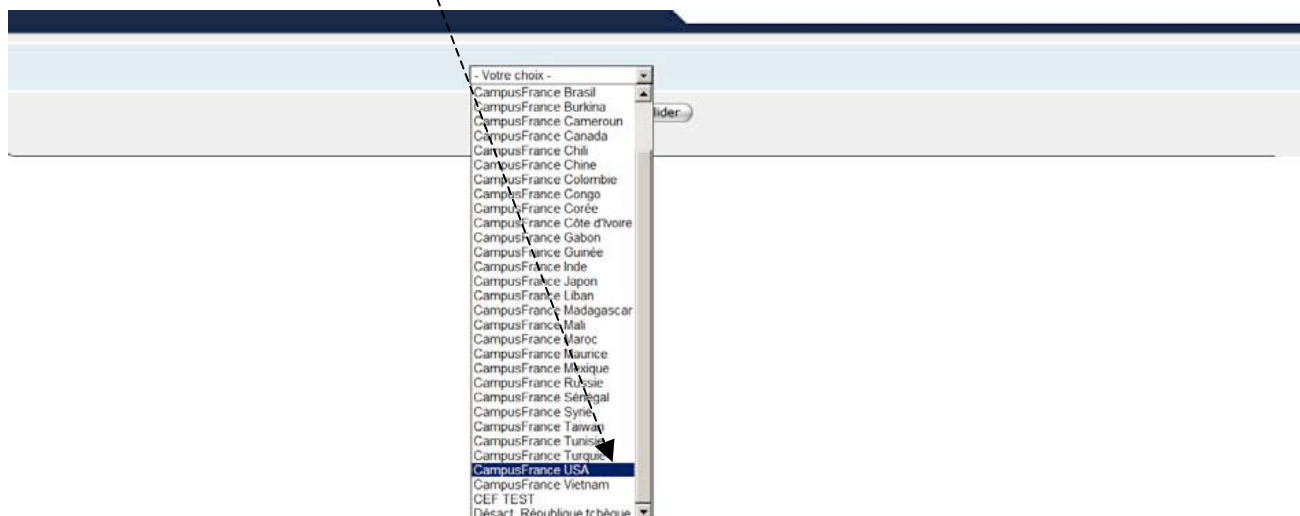

3. Once you have clicked on the above icon, you will see the following box labeled "Connexion." Click on the link below it labeled **"Création d'un dossier."**

4. Next, select **CampusFrance USA:**

```
- Votre choix -
CampusFrance Brasil
CampusFrance Burkina
CampusFrance Cameroun
CampusFrance Canada
CampusFrance Chili
CampusFrance Chine
CampusFrance Colombie
CampusFrance Congo
CampusFrance Corée
CampusFrance Côte d'Ivoire
CampusFrance Gabon
CampusFrance Guinée
CampusFrance Inde
CampusFrance Japon
CampusFrance Liban
CampusFrance Madagascar
CampusFrance Mali
CampusFrance Maroc
CampusFrance Maurice
CampusFrance Mexique
CampusFrance Russie
CampusFrance Sénégal
CampusFrance Syrie
CampusFrance Taiwan
CampusFrance Tunisie
CampusFrance Turquie
CampusFrance USA
CampusFrance Vietnam
CEF TEST
Désact. République tchèque
```

5. You will then be prompted to enter your personal information into your personal PASTEL account. Please fill this section out carefully and accurately, as it will be compared to the documents that you provide in person at the consulate for your visa appointment. After finishing this form, click **"validate"** to proceed. **PLEASE NOTE: to create your account in English,** select "English" in the drop-down menu for **"Language".** If this screen appears to you in French, refer to the template below for the English translation for each field.

Account creation

Fields in pink and followed by an asterisk* are required information

Authentification

Email* [   ]   Password* [   ] (Between 8 and 15 characters)
                      Password confirmation* [   ]

marital status as indicated on your passport   **address**

title* [Mr. ▼]   Country* [United States ▼]
Last name* [   ] (in capital letters)   Province/Region/State* [- Your choice - ▼]
Maiden name/Other names [   ]   City* [- Your choice - ▼]
                                        Zip code [   ]
First name* [   ] (First letter in capital letters)   Address* [   ]
Gender* [male ▼]
Birth date* [   ] JJ/MM/AAAA
Place (city) of birth* [   ]   **Contact information**
Country of birth* [United States ▼]   area code [   ]
Country of nationality* [United States ▼]   Telephone* [   ]
                                        cell phone [   ]
ID document type* [Green Card or Visa # ▼]   **Select a language**
ID document N°* [   ]   Language* [English ▼]
Marital status, number of children* [Single ▼]

In which discipline do your study goals fit?* [- Your choice - ▼]   Would you like other institutions to have acces to your application? [ ]

(Cancel) (Validate)

When creating your account, please note the following:

⚠️	*Password*	* *Your password must contain at least 8 characters.* *Please write them down so that you do not forget them.*
	Passport	* If you are American, type in your passport number. If you are a foreign student, provide the number of your residency card or visa. As a foreign student, if you try to enter your passport number, you will not be able to create your account.
	Date of Birth	* Indicate your date of birth as follows : **day/month/year**
	Address	* Your permanent address. Please provide an address of **permanent residency** (that of your parents, for example, or your personal address in the city where you study).
	Phone Number	* Indicate your complete phone number **with area code** so that we can contact you easily if we need any additional information.
	Consulate	* If you live in California, a drop-down menu will appear allowing you to select the consulate that is most convenient for you, either in Los Angeles or San Francisco.
	Email	* **Emails will not be sent to your personal email address.** They will be sent directly to your **CampusFrance PASTEL inbox**, which you will need to check regularly.
	Do not forget to click « validate » to submit your personal information! If you are unable to validate this section, it means that some information has been entered incorrectly. Please contact us via email at : Washington@campusfrance.org	

6. Once you have submitted your personal information, click **"valider"**. You will then receive a message confirming the creation of your CampusFrance account:

ConfirmationCampusFrance USA

Nom : PHELPS Heidi

Your account has been created under **Reference number US503665**.
You must preserve your CampusFrance reference number. This will be needed for all your application procedures.

You can print this message which serve as proof of enrollment with CampusFrance.

You may be asked to show this receipt when you pay your enrollement fee.

An information summary has been sent to you by e-mail and to your CampusFrance personal site.

(print) (return)

Print this page with your CampusFrance Identification number on it, as you will need it every time you contact CampusFrance (by email, phone, etc.) After printing it, click **"return"** to log into your account.

Filling out the CampusFrance Form

7. Returning to the screen prompting you to connect to you CampusFrance account, enter your email address and password and click "**se connecter**".

Connexion

Authentification

Adresse email

Mot de passe

▲Se connecter

Si vous n'êtes pas encore inscrit, veuillez créer votre compte sur la page suivante : Création d'un dossier

8. Once you have logged into the system, you will have access to your personal PASTEL account and personal CampusFrance inbox, where you will receive all CampusFrance correspondence from this point forward. You will also have access to your **CampusFrance form**, which you will need to fill out to complete the CampusFrance process.

9. To fill out your CampusFrance form, click **CampusFrance Form** at the left of the screen.

MINISTÈRE DES FAIRES ÉTRANGÈRES ET EUROPÉENNES | Welcome

PHELPS US503475

Log out

Welcome

My file
Personal information
CampusFrance form
Required documents
My procedures

My mailbox
List of received messages
List of sent messages
Send a message

Welcome

Welcome to your CampusFrance page

Liens Utiles
Step 1. How can I fill out my on-line CampusFrance application?
Step 2. How do I apply for a visa?

Messagerie
you have2Unread messages

Les informations recueillies font l'objet d'un traitement informatique destiné à faciliter les démarches des étudiants souhaitant suivre des études supérieures en France et sans opposition de votre part à permettre de vous contacter par la suite pendant vos études en France et une fois vos études achevées.

Les destinataires des données sont : les services de l'Ambassade de France de votre pays de résidence et les établissements français d'enseignement supérieur.

Conformément à la loi «informatique et libertés» du 6 janvier 1978, vous bénéficiez d'un droit d'accès, de rectification et d'opposition aux informations qui vous concernent. Si vous souhaitez exercer ce droit et obtenir communication des informations vous concernant, veuillez vous adresser à l'espace CampusFrance via votre espace perso.

10. All 4 sections of your CampusFrance form must be completed:
   Education, "Linguistic Skills", "Goals" and **"Validation of my file's CampusFrance form"**

a) "Education" Section :

This section asks you to enter information about your academic and professional background (diplomas received, internships completed, professional experience, etc.) To begin, here is a brief overview of what you will need to do to complete the Education section:

<u>If you have not yet earned a post-secondary degree (such as a Bachelor's Degree)</u>

Upload the following:

- A scanned copy of your high school diploma
- A scanned, translated copy of your high school diploma
- Scanned copies of your original high school transcripts
- Translated copies of your high school transcripts
- Scanned copies of your original post-secondary transcripts for any coursework completed up until this point
- Translated copies of the above post-secondary transcripts
- Electronic copies of scores received for the TCF -*Test de Connaissance du Français* (unless you fall under the exemptions listed on our website), DELF/DALF or e-TEF (in certain conditions). For Hors DAP applications, some universities do not require these test scores, in which case this step is not mandatory. You must check with each university to which you are applying to verify their requirements.
- Any additional documents that your selected French institutions require (consult their websites or contact them directly for their specific admissions requirements).

<u>If you have already earned a post-secondary degree (such as a Bachelor's Degree)</u>

<u>You must upload:</u>

- A scanned copy of your post-secondary diploma
- A scanned, translated copy of your post-secondary diploma
- Scanned copies of your original post-secondary transcripts
- Translated copies of your post-secondary transcripts
- Electronic copies of scores received for the TCF -*Test de Connaissance du Français* (unless you fall under the exemptions listed on our website), DELF/DALF or e-TEF (in certain conditions). For Hors DAP applications, some universities do not require these test scores, in which case this step is not mandatory. You must check with each university to which you are applying to verify their requirements.
- Any additional documents that your selected French institutions require (consult their websites or contact them directly for their specific admissions requirements).

Filling out the Education section of your form

First, indicate the year that you received your high school diploma and respond to the questions at the bottom of the page. For the field labeled "Other", select "Independent student." **Ignore the "Cooperation Project" section.**

a. Next, click on the plus sign **(⊕)** to list your most recent academic and professional activities (diplomas received, internships, professional experience, etc.) The minimum requirement is to list all professional and academic activities completed within the last 3 years.

a. For each selection, choose the **type of activity** (**note:** if you have earned a post-secondary diploma, select "Post-secondary Diploma". If you are currently studying at a post-secondary institution but have not yet graduated, select "Post-Secondary Studies"), then click **next**.

b. You must then fill out the 2 blocks of information for each activity you have provided.

Block 1/2: Provide information about the institution that you have just listed (name of school, dates attended, etc.) without skipping any fields. When finished, click **next**

Block 2/2: Here you will need to upload the following documents:

<u>If you have not yet earned a post-secondary degree (such as a Bachelor's Degree)</u>

<u>You must upload:</u>

- A scanned copy of your high school diploma
- A scanned, translated copy of your high school diploma
- Scanned copies of your original high school transcripts
- Translated copies of your high school transcripts
- Scanned copies of your original post-secondary transcripts for any coursework completed up until this point
- Translated copies of the above post-secondary transcripts
- Electronic copies of scores received for the TCF -*Test de Connaissance du Français* (unless you fall under the exemptions listed on our website), DELF/DALF or e-TEF (in certain conditions). For Hors DAP applications, some universities do not require these test scores, in which case this step is not mandatory. You must check with each university to which you are applying to verify their requirements.
- Any additional documents that your selected French institutions require (consult their websites or contact them directly for their specific admissions requirements).

<u>If you have already earned a post-secondary degree (such as a Bachelor's Degree)</u>

<u>You must upload:</u>

- A scanned copy of your post-secondary diploma
- A scanned, translated copy of your post-secondary diploma
- Scanned copies of your original post-secondary transcripts
- Translated copies of your post-secondary transcripts
- Electronic copies of scores received for the TCF -*Test de Connaissance du Français* (unless you fall under the exemptions listed on our website), DELF/DALF or e-TEF (in certain conditions). For Hors DAP applications, some universities do not require these test scores, in which case this step is not mandatory. You must check with each university to which you are applying to verify their requirements.
- Any additional documents that your selected French institutions require (consult their websites or contact them directly for their specific admissions requirements).

To begin uploading your documents, click on the plus sign **(⊕)**. Return to this plus sign for each new document that you wish to upload.

To upload your transcripts or diplomas, name and select the file, then click **validate**.

IMPORTANT:
All documents MUST be in **bmp, jpeg or gif format**, and **cannot exceed 300kb**.

After validating, you will return to block 2/2 to **save** your information.

	Diplomas and transcripts	* You may manually type in your grades and diploma information but it is **mandatory** that you **upload your documents** as well, in order for universities to consider your application.

b) "Linguistic Skills" Section:

This section concerns your knowledge and experience in the French language (trips to francophone countries and French proficiency test scores).

Click on the plus sign **(⊕)** to provide the required information on trips, exams and tests (where, when, types of tests taken: TCF, TEF, DELF/DALF).

Please note: you need to manually type your scores for the TCF, TEF, DELF or DALF here in the "Linguistics Skills" section, but you also need to accompany this with a **scanned copy** of your test scores and upload them into the "Education" section of your CampusFrance form, along with your scanned diplomas and transcripts. Revisit the above instructions if you need help uploading this document.

While the TCF is not always required when applying to graduate programs in France, some schools do require TCF results, or scores from an equivalent French proficiency exam. Please check with each school to which you plan to apply, to see if the TCF is one of their admissions requirements.

	Trips and Language Tests	* If you have never been to a francophone country or taken a French language test, do not fill out this section. Respond only to the questions at the bottom of the page and click **validate**.
	First language	* If English is your first or native language, select **first language** for the question **Have you studied English?**
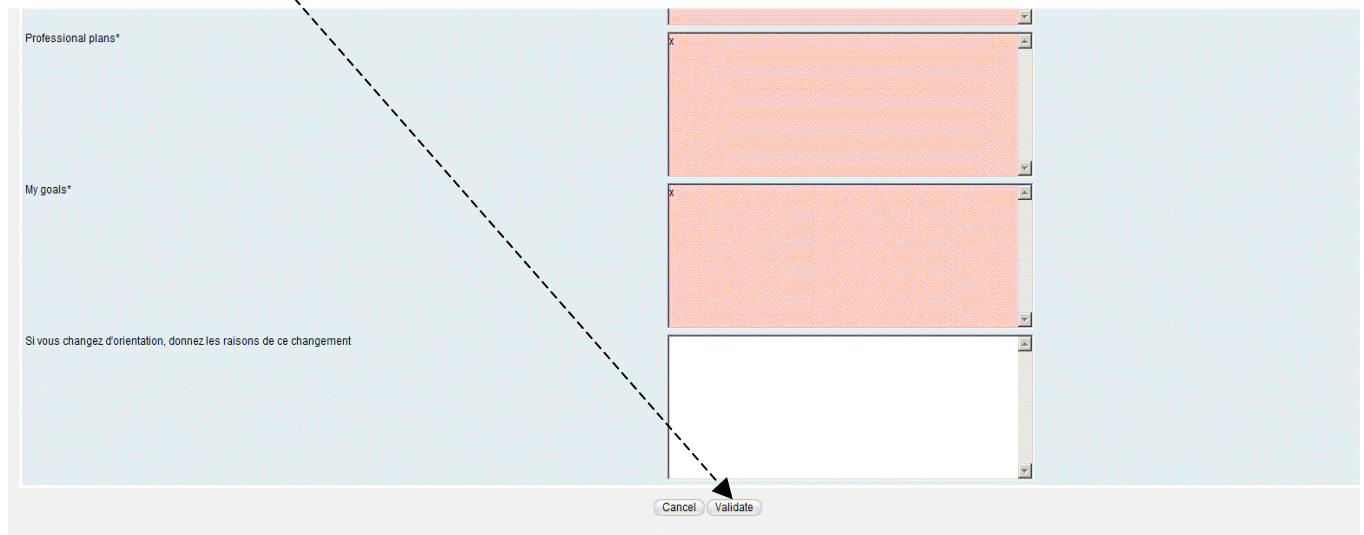
c) Goals Section :

This section asks you to explain your reasons for choosing to study in France. We strongly recommend that you write this section **in French**, not only because it further emphasizes your interest in the French language and culture, but because we cannot guarantee that your application will be evaluated by an English speaker.

Additional note: this section is very important, as it is your main opportunity to express who you are, what your professional and academic goals are, and why you have chosen to pursue your studies in France. Those involved in the admissions process at your selected institutions will be reviewing this information when assessing your candidature, so please fill it out to the best of your ability.

    a. Click **validate** after filling out all of the required information.

		Required Information	Fill out all fields. We suggest at least 1-2 paragraphs for each section (in French), and at least 2-3 paragraphs for the "My Goals" section. NOTE: The last section in white ("Si vous avez changez d'orientation…") asks whether or not you are seeking to change the area in which you have previously studied. If this does not apply to you, simply leave it blank.
		Photo	* Attaching a photo is optional (and it needs to be under 50kb).
		Curriculum Vitae	*You can upload your current CV (resume) separately in jpeg form, no larger than 300kb, or copy/paste it into this form.

d) Validation Section:

This is where you officially submit your electronic form.

If **complete** is indicated at the side of each section, please contact a CampusFrance representative to verify that you have properly completed this form. Once you have received this confirmation, you can submit your form by clicking **validate**.

If **incomplete** is indicated on the side of one or more sections, you need to return to the incompleted sections and fill out the missing information before it can be submitted.

	Submitting your file	* Once your CampusFrance Form has been validated and submitted, you cannot make any changes. After sending it, if you need to make changes to your personal information (address, password, phone number, etc.) contact us by email using your CampusFrance email account

Filling Out the My Procedures Section

8. After filling out the CampusFrance form, select the schools to which you wish to apply in the "**My Procedures**" section by searching for institutions and programs in the PASTEL search engine. You can select up to 20 institutions, but we highly recommend that you narrow down your choices to only the most appropriate programs that are best-suited for your academic project.

    Please note, you will not be able to validate the « My Procedures » section if you have not already validated your CampusFrance form.

    To enter a program or university, click on the plus sign **(⊕).**
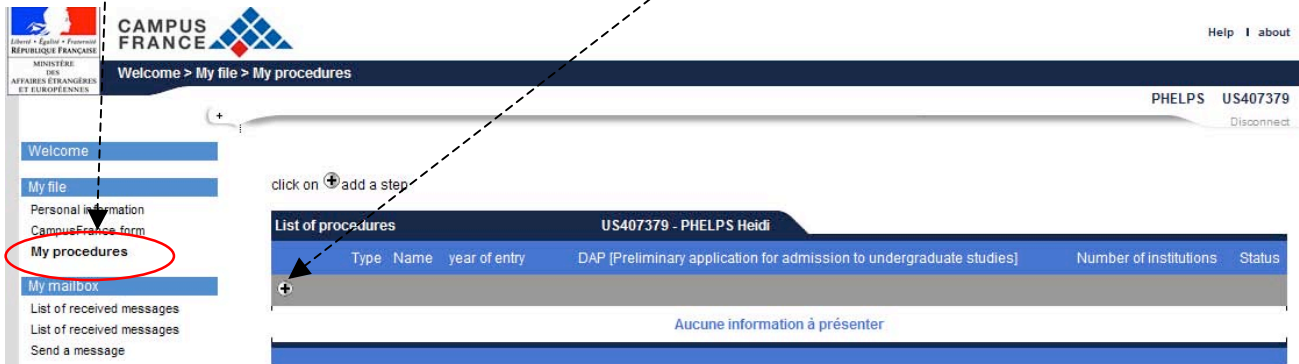
You will then be on the page **"Procedure type."** There are two ways to search for and select your desired institutions: search for the **institution** itself, or by **subject**.

Search by Institution

If you wish to enroll in a specific institution and want to search for it by name, you can easily locate it by using this search tool.

Note: You **do not** need to fill out all of the search fields before clicking « Research ».

You must select :

    a. For "Partnerships", choose "Outside Consortium"

    b. Choose the year/level at which you will be starting your program (example, for a Master 1, select "Year 1")

    c. In the "Type of Education" field, we recommend that you select "Licence (LMD)" or "Master indifférencié" from the scroll-down menu to optimize your search results:
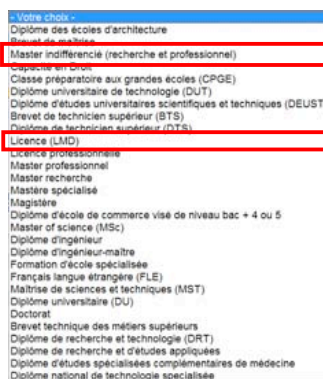
    d. The region (with help from the map of France) and/or the city's department (if you know it)

    e. All of part of the institution's name, followed by an asterisk **(*)** [example: for Université de la Sorbonne, Paris IV, type you can type **Paris IV***].

Research by Subject

This method allows you to search by subject area and by the type of diploma that you wish to pursue.

Select the area of study, the « spécialité » (optional), and the type of education and then click « research ». Again, if your search does not produce what you are looking for, you can expand your search criteria, or leave certain categories blank.

TIP: You can facilitate your search by using the **reference catalogue**.

In the catalogue of programs offered by CampusFrance on www.usa.campusfrance.org, each program is identified by a specific reference number. Each program is identified by a number which you can enter into this box, without entering any other search criteria.

Once your search is complete, the chosen programs will show up at the bottom of the screen. You can then make your selections by **checking the boxes** to the right, next to each school that you wish to apply to, and then clicking **validate** at the bottom of the screen.

The magnifying glass allows you access to contact information for each institution. Click **validate** at the very end to submit all of your selections.

Click **save** to store your program information, then confirm your next steps by clicking on the pencil to edit your information.

Continue to edit your selections by clicking on each pencil.

**Note:** You must fill out the box entitled « **Connected reasons for selecting this school** », explaining your reason for this particular selection, and clicking on the ✔. Repeat this step for each one of your selections. We suggest at least a paragraph-long explanation, in French, for why you choose to apply to this school, specifically. **Do NOT** write the same explanation for all of your schools. Click on **validate** to submit this information, and to confirm these selections.


9. After validating your form, you must :

    a. Contact a CampusFrance representative to verify that your application has been completed properly.
    b. Send a money order, made out to CampusFrance, for $140 (refer to our website: usa.campusfrance.org).
    c. Schedule an appointment with CampusFrance for your telephone interview, adhering to our procedure (a manual for scheduling appointments is also available on our website).

After completing all of these steps, the connected institutions to which you have applied will contact you through your CampusFrance inbox about your acceptance or refusal, according to admissions deadlines. You will also receive a message confirming that your application has been received by the institution.